

**NOTICE OF PUBLICATION OF PROPOSED  
AMENDED LOCAL RULES AND REQUEST  
FOR PUBLIC COMMENT CONCERNING:**

**Lake County Rules of Civil Procedure  
L.R. 45-T.R.10-2 and 3**

Notice is hereby given that the Superior Court of Lake County and the Lake Circuit Court have proposed the amendment of two local rules of procedure. The two new local rules are attached to this notice.

Comment from members of the bar and public are requested, and should be sent to Martin Goldman, Court Administrator, 2293 N. Main St., Crown Point, IN 46307.

Comments by the bar and public will be received until July 1, 2008. The proposed rules will be adopted, modified, or rejected by July 31, 2008.

The effective date of the new local rules shall be January 1, 2009.

L.R. 45-T.R.10-2. Preparation of Pleadings, Motions and Other Papers

For the purpose of uniformity, convenience, clarity and durability, the following requirements shall be observed in the preparation of all pleadings, motions and other papers:

A. Paper--Print, Quality and Binding. All pleadings, motions, chronological case summary entry forms, orders, process and other papers shall be neatly and legibly printed, typewritten or mechanically reproduced, on one side only, on white opaque paper. To satisfy the recordkeeping requirements of Indiana Rules of Procedure, Trial Rule 77, the print shall be of sufficient density and clarity for preservation and reproduction of microfilming, optical disk or other secondary sources. For this reason, the use of non-letter-quality printers is discouraged.

Paper and ink shall be of such quality as to withstand the test of time. All documents shall be produced on acid-free, non-thermal paper. It is recommended that a minimum of 20-pound, 25% cotton paper product be used. Documents of multiple pages shall be submitted in bound or stapled fashion, and the binding or stapling shall be at the top only. Covers or backings shall not be used.

~~B. Spacing of Text. Except for quotations, which shall be indented and single spaced, the text of all pleadings, motions, orders, memoranda and other papers, shall be double spaced.~~

~~BC.~~ Sanctions. Whenever materials submitted fail ~~to~~ ~~{FNI}~~ to meet the foregoing standards, the Court may impose appropriate sanctions.

~~CD.~~ Papers--Handwritten; Electronic Facsimile Transmission ("FAX"). Handwritten papers may be filed only if approved by the Court and a typewritten or printed true rendition thereof is filed within three (3) days thereafter and approved by the Court. Upon such approval, they shall be deemed and filed as the original, while the handwritten papers shall be retained therewith for evidentiary purposes.

Only when necessary on an emergency basis (i.e., when certified mail or other means of filing will not bring the document to the Judge's attention prior to the scheduled hearing or ruling), pleadings, motions and other papers may be filed by electronic facsimile transmission, or when specifically authorized by the Court.

~~DE.~~ Minute Sheets; Motion Blanks. Minute sheets and motion blanks shall no longer be used.

~~EF.~~ Special Judge Matters. The caption of all CCS Entry Forms, pleadings, motions, orders and other papers to be filed in a special judge case shall include in block text the words SPECIAL JUDGE and the name of the judge directly below the cause number on the caption.

L.R. 45-T.R.5-3. Filing

A. Filing and Submission Only to the Clerk; Proof of Service; Sanctions. All papers presented for filing shall be submitted to the Clerk and not to the court. All papers submitted for filing shall be mailed or delivered to the Clerk's office at the courthouse in which the case is pending; provided however, for special judge matters where the special judge is a full-time judge or magistrate serving within Lake County, all papers submitted for filing shall be delivered or mailed to the Clerk's office at the courthouse where the special judge regularly serves. All pleadings, motions and other papers submitted for filing which are required to be served under Trial Rule 5(A) shall be filed no later than three (3) days after service and shall contain proof of service pursuant to Trial Rule 5(B)(2). If such papers are filed before service, proof of service thereof shall be filed no later than three (3) business days thereafter. Upon failure to comply with this rule, the Court may, on motion of any party or on its own motion, impose appropriate sanctions.

B. Separate Motions and Orders; Order by Chronological Case Summary Entry Form; Service. Proposed orders shall be prepared and filed separately ~~ly~~ ~~{FNI}~~ from the pleadings, petitions, motions or other papers to which they have reference.

Orders, either routine in nature or uncontested including, for example, those setting or continuing a hearing, shall be effected by the chronological case summary entry only, which shall contain the concise substance of the order.

All orders shall be accompanied with sufficient copies and stamped, pre-addressed envelopes, so that copies may be mailed to all parties.

C. Chronological Case Summary (CCS) Entry Forms. All filings shall be accompanied by a Chronological Case Summary (CCS) Entry Form to define or identify the documents filed. The Form used should be substantially similar to Appendix A.